



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT  
STAFFINST 12792.1  
N10

22 FEB 2000

### COMNAVREG MIDLANT STAFF INSTRUCTION 12792.1

Subj: WELLNESS PROGRAM FOR THE STAFF OF COMMANDER, NAVY  
REGION, MID-ATLANTIC

Ref: (a) OCPMINST 12792.4  
(b) OPNAVINST 6100.2

1. Purpose. To establish a wellness program which focuses on helping employees achieve and maintain good physical and mental health to enhance performance and productivity.

2. Background. Wellness programs are authorized by references (a) and (b) to encourage individual well-being which directly contributes to organizational effectiveness.

3. Policy. It is the policy of COMNAVREG MIDLANT to maximize individual on-the-job performance by implementing a Wellness Program which will provide staff members the opportunity to assess their own health and wellness, and to participate in a fitness program. This instruction pertains to military members and appropriated fund civil service employees of the immediate staff of the Commander, Navy Region, Mid-Atlantic.

a. Participation. Participation is voluntary and subject to workload. The one exception is the command physical training (PT) program which is mandatory for military personnel. Personnel must arrange to participate in wellness activities with their immediate supervisor so that a schedule can be established that will permit the widest possible participation of staff members.

(1) Civil service personnel. Civil service employees shall be authorized 30 minutes time-off when used in conjunction with 30 minutes of off-duty time to participate in approved fitness activities for up to three days a week.

(2) Military personnel. Military personnel are required to maintain a condition of health and physical readiness. COMNAVREG MIDLANT military personnel, except those who are medically exempt, shall participate in a command physical

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training (PT) program on Mondays, Wednesdays, and Fridays from 0700 to 0800 at LANTFLT HEDSUPPACT gymnasium in Bldg. NH-30. Participation in on-duty fitness activity is not restricted to the mandatory PT program.

c. Approved activities. The following activities are approved for participants in the wellness program.

(1) Command PT program. This program is mandatory for military personnel and optional for civil service employees.

(2) Organized fitness activities conducted by MWR or by the command. These activities include, but are not limited to, walking and jogging programs, aerobics, and aquatics.

(3) Individual exercise programs in MWR Norfolk facilities.

(4) MWR Fitness Assessments

(5) Navy-sponsored presentations on health and fitness topics.

(6) Navy-sponsored smoking cessation clinics.

d. Documentation of participation. Participants will sign in at the MWR facility where they are participating in an activity. Sign-in rosters may be used by supervisors to verify participation.

e. Abuse of the Wellness Program will be cause for disciplinary action and, in the case of civilian employees, will result in removal from the wellness program.

f. Before undertaking any exercise program, individuals are strongly encouraged to seek a medical opinion. Individuals are also encouraged to obtain an MWR fitness assessment to help evaluate their fitness level.

#### 4. Responsibilities

a. Coordinator. The Management Support Services Department (N10) will coordinate with MWR, maintain sign-in rosters for the Lafayette River Annex gymnasium, and will distribute MWR activity schedules to each department.

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b. First line supervisors. Supervisors are responsible for monitoring and approving participation. Supervisors may deny participation of up to one week due to work requirements. Disapprovals affecting participation for a longer period are left to the discretion of department heads. Military personnel shall not be denied time to participate in the command PT program.

c. Employees. In requesting program participation, personnel must indicate the duration, time, type, and location of the activity in which they will be engaged.



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Chief of Staff

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